

**ARUNACHAL PRADESH UNIVERSITY
HILL TOP, PASIGHAT**



ANNUAL PERFORMANCE APPRAISAL REPORT

FOR

Group – C Employees

Name of the Employee/Official :

Designation :

Report for the Year/Period Ending :

**Annual Performance Appraisal Report of Group – C Employees of
Arunachal Pradesh University, Pasighat.**

Report for the Year/Period:

PERSONAL DATA

Part-1A

(To be filled by the Establishment/APAR Branch of Arunachal Pradesh University)

- 1 Name of the official :
- 2 Date of Birth (DD/MM/YYYY)
(In words) :
- 3 Designation of post held :
- 4 Whether the officer/official belongs to
Scheduled Caste/ Scheduled Tribe? :
- 5 Date of joining in present post :
- 6 Nature of Appointment : Regular/ Contractual/ Deputation/Other
- 7 Grade :
- 8 Period of Absence from duty on leave,
training etc. during the year :

Part-1B

1. Name & Designation of the Reporting
Officer :
2. Name & Designation of the Reviewing
Officer :
3. Name & Designation of the Reviewing
Officer :

Signature of Officer of APAR Branch/Section

Part-2

SELF-APPRAISAL

(To be filled by the Employee/Official reported upon)
(Please read carefully the instruction before filling the entries)

1. Brief Description of Duties assigned

2. Brief resume of work done during the year/period, including file work, data entry, correspondence, record maintenance, examination/admission/accounts/establishment work, wherever applicable. The resume should be limited to 100 words.

Place:

Date:

Signature of the Employee/Official reported upon

Part-3

ASSESSMENT BY THE REPORTING OFFICER

(Please read carefully the guidelines before filling the entries)

1. Numerical grading is to be awarded by Reporting and Reviewing Authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this section would be 40 %)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with Col. 3)	Initials of Reviewing Authority
1	2	3	4	5
1	Accomplishment of assigned work/file work			
2	Quality, accuracy and timeliness of output			
3	Proficiency in typing/data entry/computer work, wherever applicable			
4	Proficiency in maintenance of files/ registers/ records/ etc.			
	Overall Grading on work Output [Total of 1 to 4]			

(B) Assessment of personal attributes (weightage to this section would be 30%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with Col. 3)	Initials of Reviewing Authority
1	2	3	4	5
1	Attitude to work			
2	Sense of responsibility			
3	Maintenance of discipline			
4	Communication skills			
5	Ability to understand and process assigned work			
6	Ability to work in a team			
7	Ability to meet deadline			
8	Inter personal relations			
	Overall Grading on 'Personal attributes' (Total [1 to 8])			

(C) Assessment of functional competency (Weightage to this section be 30%)

		Grades by reporting Authority	Revised Grades by Reviewing Authority (If doesn't agree with col. 3)	Initials of Reviewing Authority
1	2	3	4	5
1	Knowledge of office procedures, University rules/instructions relevant to assigned work			
2	Ability to coordinate with officers, branches, departments and staff			
3	Initiative and willingness to take responsibility			
4	Proficiency in computer/data entry/e-office/file management, wherever applicable			
	Overall Grading on Functional Competency (Total 1 to 4)			

Notes: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

Part-4

GENERAL

1. Relation with students, staff, public and other stakeholders, wherever applicable.
(Please comment on the employee's accessibility to the public and responsiveness to the needs)

2. Training (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. State of health, if relevant to discharge of duties

4. Integrity (Please comment on the integrity of the employee reported upon)

5. Pen picture by the Reporting Officer, in about 100 words, on the overall qualities of the employee/official reported upon, including areas of strength, areas requiring improvement, extraordinary achievements, significant failures, if any, and attitude towards weaker sections, wherever applicable.

6. Overall numerical grading in the basis of weightage given in section A, B and C in part-III of the Report.

Place:

Signature of the Reporting Officer

Name in Block letters

Date:

Designation

During the period of Report

Part-5

REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

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2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4 (Ref: Part-3 & Part-4)?

Yes	No
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Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part 3(A) (iv) and Part-4(5)(In case you do not agree with any of the numerical assessments of attributes please record your assessment of the column provided for you in that section and initial your entries).

Yes	No
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3. In case of disagreement please specify the reasons. Is there anything you wish to modify or add?

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4. Whether the assessment made by the Reporting Officer appears fair, objective and free from bias, including in respect of SC/ST employees/officials, wherever applicable.

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5. Pen picture by Reviewing Officer (in about 100 words) on the overall qualities of the employee reported upon including area of strengths and areas requiring improvement and his/her attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section A, Section B and Section C in Part-3 of the Report.

Place:

Signature of the Reviewing Officer

Name in Block letters

Date:

Designation

During the period of Report

Part-5

REMARKS OF THE ACCEPTING AUTHORITY

1. Do you agree with the assessment of the Reporting and Reviewing Officers?

Yes/No

2. If not, reasons for disagreement:

3. Final overall grading accepted:

4. General remarks, if any:

Place:

Date:

Signature of the Accepting Authority

Name in Block Letters:

Designation: